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A Publication for
Personnel



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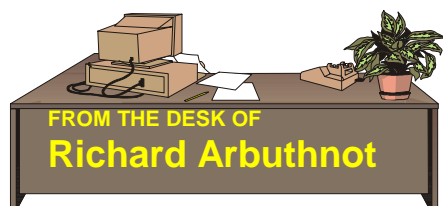
Personnel Notes & Happenings

It's Summertime,
Summertime,
Sum...sum...summertime.



Summertime,
Summertime,
Sum...sum...summertime.

Workforce and Diversity Management **WD&M**



FROM THE DESK OF
Richard Arbuthnot

Now that the KSC 2000 horse is pretty much in the barn, so to speak, I can't tell you how pleased I am to be back working with the W&DM Staff. Without a doubt, this group of individuals (in addition to countless others) deserve a huge "pat on the back" for their efforts in effecting KSC 2000. Obviously, hundreds of people have been a big part of KSC 2000, & for that I am extremely grateful. However, this is the group that I've worked closest with in really making sure that: 1) all employees were realigned with the new organization; 2) performance appraisals were conducted for everyone on an accelerated schedule; 3) performance awards associated with performance appraisal process were distributed to employees in a timely manner, & 4) ensuring new PD's were written & input into the system. The folks in W&DM accomplished all of this while preparing for a major office move. I realize that every director has similar "success stories" to share. But, since my organization "owns publishing rights" to this publication, I wanted to take a moment to publicly thank all of the folks in W&DM for their hard work in effecting the reorg--a real "team effort" by a classy group of employees.

Since I have your attention, I would like to take a few moments to highlight my vision for the W&DM Office & where I see it going in the future. Over the past 30 days, the W&DM mgmt team has worked

very hard on preparing a "W&DM Roadmap", a concise document that builds on the fine work that Kenny Aguilar, Miguel Rodriguez & the W&DM OIT accomplished. We have developed vision/mission statements, guiding principles, tactical (1 yr.) & strategic (2-4 yr.) objectives that are written in plain English that we are committed to achieving. The W&DM Roadmap is currently being reviewed by W&DM. But, (you knew it was coming) I do want to take a few lines of copy to summarize what we want to do.

I want to make it very clear that this organization does not have to be completely redefined or reinvented. Rather, we need to build on the good work that has been accomplished in this org in the past, & further enhance our staff's competencies/capabilities to help us reach our fullest potential in providing high quality, timely HR products & services which will enable us to take this organization to the next level.

What is the next level? I envision an org that not only provides high-quality, timely HR products, but is a strategic partner in managing this Center. Often HR orgs are mistakenly viewed as an "employment office"...one that hires & separates employees, & sees that employee benefit programs are administered. The "strategic partner" concept, which sounds like a buzzword, is often ignored, overused & rarely explained. So bear with me, for it is actually vital to the mission of our services. While providing products is integral to the success of our org, to be really effective, we need to be more proactive & less reactive. Specifically, I want the W&DM workforce to be actively engaged in the mgmt process at the center, serving as key advisors on personnel matters to office chiefs, directorate heads & center senior management.

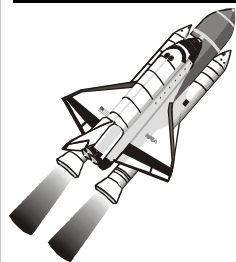
As a center, we are engaged in re-defining our role, so we can play a vital

part in our Nation's future space development. This means analyzing & anticipating competencies & skills, & effectively closing inherent skill gaps by designing implementation strategies to attract, develop & retain a high quality, diverse workforce. In W&DM, we must fully understand how this center works as a whole. Understanding the nuts & bolts of HR is great, but if we don't have a clear understanding of how KSC operates as an institution, we cannot provide what I term as "full service" HR expertise to our customers, assessing our core competencies & closing skill gaps.

Our role in W&DM is not to throw up roadblocks or tell mgrs/supervisors why they can't do something. Rather, our role is to help these folks achieve their goals in managing their orgs. Granted, regulations & resource limitations may mean we can't always be able to give mgrs exactly what they ask for to achieve organizational goals, but we should be able to propose creative & viable alternatives, highlight possibilities & clear the way. Our #1 goal has to be to work with our customers to help them achieve what they want to do, with successful results & without losing a center-wide perspective. How's that for some good old-fashioned personnel double-talk? Yet, it really is what we hope to achieve.

This is a tough business, & not for the faint of heart. To be effective, our organization has to balance organizational desires with center priorities, & ensure that everyone is being treated equitably. I am confident that with your cooperation & continued support we will be successful in realizing our vision.

**SUPERIOR SERVICES AND
INNOVATIVE SOLUTIONS!**



THE SPACE FLIGHT AWARENESS PROGRAM

By Lisa Fowler, 7-1883

During the KSC 2000 reorganization, the **Space Flight Awareness (SFA) Program** was moved from the Guest Services Branch of Public Affairs to Employee Services in the Workforce & Diversity Management Directorate.

The purpose of the **SFA Program** is to ensure that each & every employee involved in human space flight is aware of the importance of their role in promoting astronaut safety & mission success in the critical, challenging task of flying humans in the hostile environment of space by communicating & educating the Government/Industry workforce about human space flight.

As the KSC **SFA Program** Coordinator, I, along with a local council, have the challenging job of implementing the **SFA Program**. A few of the items we are responsible for are:

1. A Recognition Program which is highly visible & valued & recognizes work performance & work improvements within & for the Center & their contractors, or contractor & their subcontractors or agency workforce. Program elements include the Astronaut's Silver Snoopy, **SFA Team**, **SFA Honoree**, **SFA Leadership** & **SFA Flight Safety Awards**.
2. An Awareness Program to promote & communicate about space flight within & for the Center & their contractors or contractor & their subcontractors or agency workforce. This includes Astronaut Motivational Visits (i.e. crew returns); arranging for **SFA Motivational Tools**, such as: providing Shuttle mission crew lithos & decals; employee car passes; posting Shuttle mission profiles each mission, providing flight safety & shuttle mission success posters; supporting Safety & Quality Month; & providing other awareness materials.
3. Education/Outreach Program. The KSC **SFA Council** will work with the appropriate representatives here at

the Center to understand & satisfy common requirements.

The NASA members of the KSC **SFA Council** & the organizations they represent are:

Dorothy Davis, YA, 7-8529

Sheryl Marshall, TA, 7-4388

Doretha Worthy, (BA, XA, & AJ, 7-3496

Peggy Parrish, JP, 476-4000

Cathy Parker, QA, 7-3481

Patty Hepburn, MK, AA Staff, 7-3285

Renee Minor, OP, CC & GG, 7-4046

Cindy Coddington, PH, 7-0828

Tammy Belk, UB, 7-6414

Dawn Steele, VA, 7-3749

Please feel free to contact your council representative or me should you have any questions, about car passes, or the **SFA awards**.

Note: For those of you who don't know me I have worked at KSC for 20 years. With the exception of 2 1/2 years, I've worked in the Public Affairs (PA) Directorate. My last job in PA was providing logistical support for special events, launches & landings, serving as the KSC Astronaut Crew Family escort & administering the Freedom of Information Act for KSC. Patti Phelps, the previous program administrator, had been involved with the Program in some way for 18 years.

I am looking forward to challenges of the program & hope to keep all of you informed about the Space Flight Awareness Program.



"People who claim they don't let little things bother them have never slept in the same room with a single mosquito."
--Anonymous

Health Carrier Service Representatives Visit

By Kathy McIntosh, 7-2405

BLUE CROSS & BLUE SHIELD

July 19th

8:30 - 11 a.m.

HQ, Rm 3358

MAIL HANDLERS

July 20th

9:00 - 11 a.m.

HQ, Rm 2533

Employees having questions or issues concerning either of these health plans may meet with their Service Representative on a first-come, first-serve basis on the dates and times above.



RETIREMENT SEMINAR September 12, 2000

By Sharon Lowry, 7-9178

Have you started planning for retirement? You've been making plans all your life; College, Marriage, Children, New Home, so why haven't you started to plan for your retirement? You and your spouse should plan on attending our annual Retirement Seminar this year. See attached flyer to sign up.



EMPLOYEE SERVICES OFC WHAT WE DO-HOW WE DO IT

By Mike Hill, 7-2408

Now that KSC 2000 is soup & our new W&DM Office is up & running, I thought that now would be a good time to recap our functions & service philosophy.

Employee Services is responsible for **recruiting & placement** of employees (including the cooperative education & competitive placement programs); program direction & operation of all facets of the Center's **awards** program; administration of Civil Service employee **benefits** programs; &, **maintenance** of employee records.

The **benefits** progs include our administration & explanation of the various retirement systems (CSRS, CSRS Offset & FERS), health benefits, life insurance (FGLI & NEBA), the Thrift Savings Program, leave progs (leave transfer/donation, leave restoration, family friendly, Employee Express, etc.), & the KSC blood bank. In our **awards** area, we are responsible for providing guidance & direction to organizations in administration of honorary, recognition, external, cash & time off awards, the Center Director's Quality Dollar prog & the Space Flight Aware-ness prog.

Recruiting & placement includes services to mgmt in designing selection programs & methods, outreach activities to ensure a diverse applicant pool, issuance of vacancy announcements, & operation of the cooperative education program. We also provide **contract oversight to the Agency's relocation service program, serve as the operating HR office for the Agency Contracting Intern Program & maintain a liaison with the Centralized Travel Office at JSC.** In our employee records area, we **maintain employee personnel folders** and **provide employment verification services** as well as **process personnel actions.**

We want to be known for excellent service – anticipating & meeting your needs. We want to exceed your expectations. Our organization goals are to be customer friendly, innovative, timely, knowledgeable, & responsive. In order to ascertain if we are meeting those goals, we will be asking customers about expectations in the near future & then will request feedback on a periodic basis.

And, I am sure that Jim Thompson will figure a way to provide reports to you on how you think that we are doing. If there are ever issues or problems with the services that we provide, please contact me at 867-2408 or by e-mail to Michael.Hill-1@kmail.ksc.nasa.gov.



WORKFORCE MGMT & DEVELOPMENT OFC

By Frank Nesbit, 7-7293

KSC 2000 resulted in several significant internal organizational changes in KSC's Human Resources organization. One of those changes was to improve customer service by consolidating **education, training & development functions** performed by Employee Dev. Specialists (EDS) & **human resources advisory functions** involving position mgmt, position classification & employee relations performed by Human Resources Specialists (HRS).

This consolidated organization is now called the Workforce Mgmt & Dev. Ofc, mail code BA-C, & is one of 3 offices reporting to the Director, Workforce & Diversity Mgmt. The concept is that in addition to having an area of subject matter expertise, an EDS & PMS would be "paired" to provide cross-functional advice, guidance, & assistance to supervisors, managers & employees.

Their assignments are as follows:

EDS/HRS TEAM MEMBER PHONE # --- ORG. ASSIGNMENT

Frank Nesbit
7-7293 --- Acting Chief

**Jim Norman (EDS), AND
Denise Catone (HRS),**
Both servicing - **AA Staff, AJ, AF**

**Bet Eldred (EDS), AND
Maria Smith (HRS),**
Both servicing - **GG, XA, JP, TA**

**Loretta Dreier (EDS), AND
Dave Wilson (HRS),**
Both servicing - **YA, OP**

**Tom Barron (EDS), AND
Connie Stallings (HRS),**
Both servicing - **PH, MK, UB**

**Steve Chance (EDS), AND
Dan Mangieri (HRS),**
Both servicing - **BA, QA, VA**



WORKFORCE PLANNING & ANALYSIS OFC

By Ron Kent, 7-2307

With the KSC 2000 reorganization behind us, it is now time to let you know where the dust settled - at least in the HR world. Along with a number of significant changes in the structure of the org., the Workforce Planning & Analysis (a new WPA?) Office was constituted from the ashes of the now defunct Mgmt Planning Office. Many of the same activities will continue to be performed: **planning for organization ceilings, promotions, high grades; reporting of workforce statistics, demographics, & climate indicators; and, assessment of organization structure, roles & responsibilities.** The office did however feel the give & take of the reorganizational tides.

Gisele Altman & the Customer Agreements responsibility transferred to the new External Relations & Bus. Dev. Directorate. Jim Nary & the IG/GAO audit liaison function, transferred to the Safety, Health, & Independent Assessment Office.

At the same time, we welcomed Jeanine Hoyle & Julie Hallum to the office. They provide the **IT requirements definition for the Directorate & assure integrity of the information contained in the HR databases.** Dicksy Hansen (formerly of the CFO) joined us filling a key analytical requirement.

Finally, the office reentered the position management fray, assuming an **active role in the review of SF-52's.** We are looking at such things as organization ceilings and budget limitations to head-off trouble before embarrassing mistakes are made.

WD&M

BA	Staff
BA-B	Employee Services
BA-C	Workforce Mgmt & Dev. Ofc.
BA-D	Workforce Planning & Analysis Ofc.



RUMORS & SUCH

Jim Thompson, 7-3494

There are some hot ones this time around.

TSP on hold: You know about the TSP upgrades? You know, the neat new investment opportunities, the chance to change funds in a day & other fun things to take place this Oct.? You remember that it slipped from its earlier implementation date? Well, it up & slipped again, due to software problems. Evidently a lot of little things are wrong, things that might maybe make your money disappear or something. Anyway, the bottom line is the TSP upgrades have been put off. The software company says that fears are exaggerated, that they will surely be ready by next spring. But then they are the ones who said Oct. was a firm date too & the TSP Board has become a bit skeptical. In the meantime it will be business as usual until the Board has enough confidence in the company to set a hard date.

Health Benefits to cost more:

Wow, that's no surprise, they have gone up every year. But this looks like another big one, with estimates of 8.7% on the average. This follows a 9.5% increase in '99 & a 9.3% stinger before that. While inflation may have been held in check, this clearly doesn't apply to the medical world. Still, what might that mean? Well, if you are Blue Cross/Blue Shield on the low family option, you shell out \$66.78 a pay period. Add the 'average' coming increase & you will increase your payments by about \$5.60 to a new total of \$72.38 a pay period. So much for the tax break you got by having your medical costs come off your taxes. Congress is upset & OPM wants more freedom to negotiate, but no one really knows what that would do, if anything. Still, we may see something bubbling up in the months ahead.

AST Back Pay: Nothing like the word "pay" to attract the eye. Not much new on updates here, but a few facts may be of interest to the engineering crowd. 1st,

there may be up to 100,000 folks, gov't wide, who will get a cut. 2nd, the NTEU people think the settlement will be in the "millions". Unfortunately that doesn't tell anyone much. I mean, \$10M divided by 100,000 of you rascals results in \$100 on the average; \$100M raises the ante to \$1,000, & so forth. Both the Union & the Gov't are keeping details quiet, probably because the situation is really fluid right now. What it does mean is that if you were a junior-type federal engineer in the 80's, you may well get something interesting when a settlement is reached.

Long-Term Health Care: You may have heard it is popular, but haven't heard much more. Well, there are a ton of details to get through, but the outlines are beginning to emerge. 1st, the costs will be about 15%-20% below market rates, but price will vary by age. The employees will pick up full costs, but the gov't will probably pick up administrative costs, which are significant. Nonetheless, long-term health care insurance is likely to be expensive. It can apply to feds. & their dependents. Interestingly, this concept has solid bipartisan support. The House has voted for it & the Senate is on the verge of doing so. Look to 2002 as the implementation time if all goes well.

Big Changes in Family Sick

Leave: This is when you can use sick leave to take care of family members with "serious health conditions". As long as you maintain a sick leave balance of over 80 hours, you can now use up to 12 weeks a year of sick leave to care for a sick family member. Of course, your supervisor needs documentation to validate such a serious illness; but that is true for any prolonged use of sick leave. No, it does not extend to well baby care such as for bonding; in fact you can't even use regular sick leave for that. What it does mean is that if you have to be out for a while to take care of Grandpa, then you may now have a sick leave option to stretch your annual leave a bit farther. This regulation was just issued & before you take off, or before your boss signs the slip, they should check with us (like Kathy McIntosh at 7-2405) first.

This column brought to you by
Kathy McIntosh, 7-2405

LONG-TERM HEALTH CARE

Just what is long-term health care? Who's eligible? When's it coming? The answers to these questions are available at a new OPM site:

<http://www.OPM.gov/insure/ltc/index.htm>

Long-term health care is coming - it's in your best interest to read up & see if it applies to you. No, rates are NOT available yet but certainly a wealth of other information is. If you want to be ready when it gets here it's in your best interest to start learning about it NOW! Don't get caught at the last minute having to make an important decision for yourself or your family in a hurry waiting for "it" to arrive - plan ahead!

FEDERAL EMPLOYEES HEALTH BENEFITS - CONVERSION

Coming October 1st

Your FEHB costs will be taken right "off the top" of your pay -- just like your TSP contributions! NON-TAXABLE! This will be an "across-the-board" change & you will be offered an opportunity to WAIVE & pay taxes on your FEHB. Be aware of what this means to you for tax purposes. Visit OPM website for more details:

<http://www.opm.gov/asd/htm/2000/00-204.htm>

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